

STUDENT LEAVE REQUEST

(Non-School-Related Planned Absence – 3 or More Days)

Important Information for Parents and Caregivers

Parents and caregivers **should not** plan holidays or extended absences during term time.

Requests for planned, non-school-related absences of **three days or more** must be submitted to the **Student Office at least two weeks** prior to the intended start date of the absence.

Legislative and Attendance Guidelines

Under the *Education and Training Act 2020*, every school board must take all reasonable steps to ensure that students attend school when it is open. Schools, including boards, principals, and teachers, along with parents or guardians, share the responsibility for ensuring students regularly attend school.

According to **Ministry of Education guidelines**, student leave may be categorised as either **justified** or **unjustified**:

- **Justified leave** may include:
 - Medical reasons
 - National or local representation in a sporting or cultural event (domestic or international)
 - Travel due to a parent's military or diplomatic overseas posting
 - Bereavement or exceptional family circumstances
- **Unjustified leave** includes:
 - Holidays taken during term time
 - Other absences that are explained but do not meet the criteria for justified leave under Ministry guidelines
 - Leave that extends a school term holiday is generally considered unjustified

Application Process

Please provide any supporting documentation relevant to your request e.g., letters from sporting bodies or event organisers.

Each request for planned leave will be assessed on an individual basis.



STUDENT LEAVE REQUEST FORM

Non-School Related Planned Absence

(3 or more days)

Please read the 'Additional Information for Parents ' page before completing this form.

Please give a **detailed** reason for your request for absence from school, along with any supporting documentation.

This form is to be completed and submitted to the Student Office at least **TWO WEEKS** in advance of the leave start date.

Name of student: <input style="width: 80%;" type="text"/>		Tutor Class: <input style="width: 20%;" type="text"/>	Date of Application: <input style="width: 20%;" type="text" value="DD/MM/YY"/>
<input type="checkbox"/> International Student	<input type="checkbox"/> Approved by International Dept	<input style="width: 150px;" type="text" value="SIGNATURE"/>	<input style="width: 100px;" type="text" value="STAFF CODE"/>

I request leave for my child (named above) to be absent from school:

First day of leave: <input style="width: 80px;" type="text" value="DD/MM/YY"/>	Last day of leave: <input style="width: 80px;" type="text" value="DD/MM/YY"/>	Return date to school: <input style="width: 80px;" type="text" value="DD/MM/YY"/>	Number of days absent from school: <input style="width: 50px;" type="text"/>
--------------------------------------------------------------------------------	-------------------------------------------------------------------------------	-----------------------------------------------------------------------------------	------------------------------------------------------------------------------

Reason for absence: as below in attached letter

Leave requested by (Parent/Guardian): Signed: Name:

Daytime contact phone number(s): Home: and/or Work:

Email:

COURSE ASSESSMENTS AFFECTED:

Please detail assessments scheduled during the leave period requested: must be signed by ALL SUBJECT TEACHERS

- For fairness in assessments there can be no expectation that extensions or additional support is provided for unjustified leave.
- Heads of Learning (HOLA) may use their discretion for justified leave and in other circumstances where there is not an unfair advantage given to a student who is absent from school.
- Any extension must be applied for and approved by the Head of Learning Area.

Subject Code, e.g. SCI	Assessment Standard or Title	Credits (or N/A)	Assessment due date	Will the credits be lost due to absence? ¹	Assessment to be completed earlier than the due date? ²	Extension has/will be applied for? ³	Teacher Signature	Teacher Code
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		
				YES / NO	YES / NO	YES / NO		

¹ if there is no opportunity to complete the assessment ² at the discretion of teacher/HOLA ³ must submit a separate application to HOLA

Signed by Principal	<input style="width: 150px;" type="text" value="SIGNATURE"/>	Date:	<input style="width: 100px;" type="text" value="DD/MM/YY"/>
---------------------	--------------------------------------------------------------	-------	-------------------------------------------------------------

OFFICE USE ONLY

Circle type of leave	Unjustified Leave			Justified Leave		
	T No information or trivial reason	E Explained Absence	G Holiday in Term Time	M Medical leave	J Explained Absence	

Copy of processed form emailed to parents Entered on KAMAR cc HOLA